

UNITED STATES DISTRICT COURT

OFFICE OF THE CLERK

DISTRICT OF MARYLAND

Felicia C. Cannon, Clerk

Reply to Southern Division Address

October 28, 2003

W. Steven Smitson
310 Tulip Avenue
Takoma Park, Maryland 20912

FILED ENTERED
ADDED RECEIVED

OCT 29 2003

Re: Case No. AW-2003-123

Dear Counsel/Party:

Clerk of Court
DISTRICT OF MARYLAND
BY DEPUTY

The Clerk received your **Certificate of Discovery** on **October 24, 2003**; however, it is deficient in the area(s) checked below and is being returned to you.

Failure to meet requirements of Local Rules 101 & 102:

- ☐ Member of Bar of this Court has not signed pleading.
- ☐ Proper Person - out of state - must furnish Court with memo of location in Maryland where notices, etc. may be served.
- ☐ Corporation may not represent itself through its officers.

Failure to meet requirements of Local Rules 104, 105, and Fed.R.Civ.P. 5:

- ☐ Discovery motions, responses and replies to motions must be filed **with original and two copies**.
- ☐ Depositions not to be filed unless in support of a motion.
- ☒ **Discovery material received.**
- ☐ Motion to Compel filed - not in accordance with Local Rule 104.8.
- ☐ Discovery motion filed - not in accordance with Local Rule 104.7.

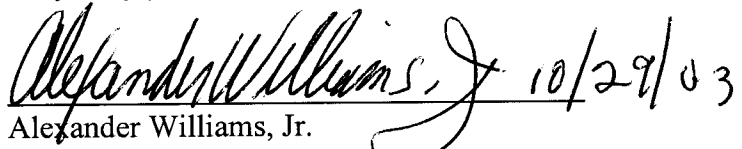
Failure to meet requirements of Local Rule 102 & Fed.R.Civ.P. 5:

- ☐ Certificate of Service not affixed to pleading.
- ☐ Certificate of Service not dated.
- ☐ Certificate of Service not signed.
- ☐ Attachments or exhibits missing.
- ☐ Pleadings must be filed on 8½" x 11" paper (this includes exhibits and attachments; please reduce accordingly).

Miscellaneous:

- ☐ Pleading does not contain original signature(s).
- ☐ Pleading pertains to more than one file. Original and appropriate copies required for each file unless cases consolidated for all purposes.
- ☐ Incorrect caption or civil action number. Unable to match with case.
- ☐ Offer of judgment should not be filed with the Court until it has been accepted. Fed. R. Civ. P. 68.
- ☐ Pleading or paper must be filed electronically.
- ☐ Other. _____

Very truly yours,


Alexander Williams, Jr.
United States District Judge

cc: Other counsel/party

U.S. District Court (Rev. 3/3/2003) - Return pleading letter

Northern Division • 4415 U.S. Courthouse • 101 W. Lombard Street • Baltimore, Maryland 21201 • 410-962-2600
Southern Division • 240 U.S. Courthouse • 6500 Cherrywood Lane • Greenbelt, Maryland 20770 • 301-344-0660

Visit the U.S. District Court's Web Site at www.mdd.uscourts.gov